

American Embassy Employee Recreation Association

CHEF

The American Embassy Employee Recreation Association (AEERA), Belgrade is a Not-for-Profit association working to benefit American employees of the US Embassy through provision of a range of services.

Vacancy Notice

Job Title:	Chef/Cook
Compensation:	Based on qualifications and experience
Work Hours:	Full Time, 40 hours/week
Closing Date	26 th January 2015 - Interviews will begin Immediately, Apply Now

Main Responsibilities:

The Chef is responsible to the General Manager and the Board of Directors for all aspects of the Kitchen and food service operations. The Chef's goal is to maintain a welcoming, American-style customer service oriented environment in the cafeteria and kitchen.

Description of Duties:

- Must be a Team player
- To ensure that all cafeteria menus are constantly updated, paying special attention to seasonal availability.
- To ensure that all cafeteria menus are calculated correctly to obtain maximum gross profit.
- To ensure that all staff are constantly trained to effect good portion control and pleasing presentation of all dishes prepared in kitchen.
- To ensure that all areas under your control satisfy the most stringent hygiene requirements and that kitchen staff who are ill or injured receive the correct treatment or are not allowed to work.
- To ensure that all kitchen staff are correctly dressed to satisfy statutory sanitation requirements as well as enhancing the image of the kitchen and cafeteria.
- To ensure that all kitchen stock items are ordered to the correct quantities, quality and price.
- To ensure that all kitchen stock items are being kept securely and under the correct conditions applicable to each type of commodity stored.
- To regularly hold maintenance checks with the General Manager to ensure that no kitchen equipment breaks down.
- To ensure that attendance registers are kept daily and that any absenteeism is immediately brought to the attention of the Personnel Department.
- To ensure that all staff under your control are fully informed in respect of disciplinary procedures, the handling of grievances, etc.
- To ensure that all documents are sent to the General Manager immediately for processing.

- To constantly update your knowledge and skills in kitchen management and food preparation for the good of the establishment and the profession.
- Create an American-style atmosphere focused on teamwork and build positive work environment for all employees.
- Manage human resource activities for kitchen and cafeteria staff, including scheduling and use of annual leave, new hire orientations, annual performance evaluations, and staff development and training programs. Coordinate with the general Manager on discipline and conduct issues.

Minimum Qualifications

- Two years minimum experience in a management position in the food service, hospitality and/or service industry or minimum five years' experience in the food service, hospitality and/or service industry
- International cuisine knowledge and food preparation skills
- Knowledge and familiarity with U.S. lifestyle, cuisine, and customer service standards.
- Must possess excellent communication and interpersonal skills to interact effectively and respectfully with local staff, board members and association members.
- 4/4 English language. Serbian language preferred, but not required.
- Driver's license & valid passport.
- Possession of or ability to obtain Serbian work and/or residency permits.
- Offer contingent on passing a security background check.

Employee Compensation Stipulations:

- Local Insurance (employer and employee LSSS), Social Security, income tax or other required government payments are the responsibility of the employee.
- Employees hired under this position work for the AEERA in the U.S. Embassy, but are not U.S. Embassy employees. Employees fall under Serbian employment laws and are not covered under the U.S. Embassy Local Compensation Plan.
- Chef de Cuisine will participate in the AEERA profit sharing plan, and will be eligible for an annual bonus based on AEERA financial performance.

How to Apply

- Applicants are encouraged to submit materials as soon as possible as qualified applicants will be interviewed as applications are received. Only applicants meeting the minimum qualifications will be contacted.
- Please send application materials to the following E-mail address: AEERAJobs@state.gov
- Applications MUST include the following materials. Incomplete applications will not be considered.
 1. CV or Résumé
 2. Letter of Interest or Cover Letter
 3. List of three (3) professional references (current and former employers)
 4. Copy of passport and proof of eligibility to obtain work and residency permits.
- Only applicants meeting the minimum qualifications will be contacted. Application materials will not be returned. AEERA discourages phone calls or personal visits.